

**BOARD ACTION/DISCUSSION ITEMS
NOVEMBER 2011 – DECEMBER 2011**

PRIORITY*	PROJECT/ISSUE	TYPE OF ACTION	TIMING**
<i>AS NEEDED</i>			
H	Update on wastewater treatment capacity evaluation/steering committee	Status Report	As needed
H	Acquisition/Growth Strategy Activities	Status Report/	As needed
<i>WITHIN 45 DAYS</i>			
M	Life Cycle Costs for Wastewater Capacity Options	Status Report	Nov(B)
H	Park Pump Station Improvements – <i>Contract Award -Comminutor Procurement.</i>	Approval	Nov (B)
H	Arcadia West-Pumping Station Modifications &System Permitting Change <i>Project & Professional Services Authorizations Design Phase</i>	Approval	Nov (B)
H	Jordan Creek Wastewater System- <i>LCA/Wal-Mart cost sharing Agreement</i>	Approval	Dec (B)
H	Lynn Township Sewer System Acquisition Agreement	Approval	Dec (B)
H	2012 Budget	Approval	Dec (B)
<i>WITHIN 75 DAYS</i>			
H	Wastewater Capacity Act 537 Planning <i>Professional Services Authorizations</i>	Approval	Jan (B)
H	Western Weisenberg WTP (re-bid) <i>Project Authorization Construction, Contract Awards</i>	Approval	Feb (W)
11/30/11	November Board Meeting		
12/12/11	December Board Meeting		
* H – High M – Medium L – Low			** (W) – Workshop (B) – Board (W/B) - Either

LEHIGH COUNTY AUTHORITY
WORKSHOP AGENDA
Monday, November 14, 2011 – 12:00 PM

INITIAL ITEMS *(Collectively 5 Minutes)*

1. **Identify items for November Board Meeting**

- Review Board Discussion items, November 2011 – December 2011

ACTION/DISCUSSION ITEMS

1. **Water/Wastewater Financing** *(Approval)*

We will be receiving bids on November 10, 2011 to obtain financing for the LCA share at the Vera Cruz Sewer project and to refinance three PennVest loans if savings can be achieved. The bid amount for the issues (there will be three separate series) totals \$4.955 Million; but the actual amount will be set once bids are received. We expect to recommend award of the bid(s) and authorize the issuance at the Workshop Meeting.

2. **Personnel Study** *(Approval)*

In October, we issued a request for Proposal to have a Personnel Study conducted. The attached memorandum (**blue**) explains the scope of work requested and the Authority's recommendation for the project.

3. **Third Quarter Unaudited Financial Statements** *(Acceptance)*

The subject statements are attached and Board acceptance of the unaudited Statements is requested.

INFORMATION ITEMS

1. **Education and Training**

Joe McMahon	Water Resources Association of the Delaware River - Sustainable Water Resources Management in the Delaware River – Rutgers, NJ	11/2; \$40
Mike Brey	Residential Fire Sprinklers Systems and Valve Workshop – Hamburg, PA	11/3; \$100

OTHER ITEMS

None.

MEMORANDUM

Date: November 9, 2011

To: Board of Directors
From: Doug Young
Re: Personnel Study

In October, we issued a request for Proposal to have a Personnel Study to conduct the following scope of services:

1. Update, as needed, the existing pay plan and salary range structure based on survey data.
2. Consider broad-banding or consolidating several job positions in single pay ranges.
3. Review existing job descriptions for compliance with Federal regulations and create new descriptions for any job consolidations.
4. Provide a list of options to consider as an alternative for employees at the top pay range.
5. Provide information on other incentive programs being utilized by other entities.
6. Assist in developing a benefits survey and compile results.
7. Review the Authority's evaluation process and make recommendations for how best to tie evaluations to job descriptions.

Three proposals were received from the following:

Pinnacle Consulting – \$12,185

Fox Lawson and Associates – \$31,500 and \$28,500 option

The Institute for Public Policy & Economic Development – \$47,810

Prior to opening the cost proposals and after reviewing technical proposals, we eliminated The Institute and interviewed Fox Lawson and Pinnacle Consulting.

Fox Lawson is a National firm headquartered in Phoenix, AZ, Washington, DC, and Radnor, PA. They have conducted many such studies, mostly with larger entities. They have a significant exposure to broad-banding, and a large database of salary surveys to extract information applicable to our positions. Four references were called, with all expressing significant satisfaction with the firm and final product.

Pinnacle Consulting is a two person operation located in Williamsport, PA. Although they have experience in conducting salary surveys for small entities, establishing Pay Classification Systems, creating job descriptions, and conducting benefits surveys, it appears that there has been little experience with broad-banding and the other items we are requesting under the scope of work. Two references called expressed satisfaction with completed work.

Recommendation:

Although Pinnacle Consulting has a lower cost proposal, we recommend contracting with Fox Lawson based on their greater experience level, significant salary database, positive references, and ability to respond to all items under scope of work. We suggest going with the \$28,500 option which eliminates a salary survey but builds the classification plan from using their database resource and other surveys such as AWWA, and applying a factor to equate figures to a regional salary level.